

# **Consultant Services for Forestry Industry Development research For the State of Hawaii**

## **I. BACKGROUND**

The overall goal of this program is to facilitate and foster sustainable community development, linking community assistance and resource management. The purpose of this project is to produce a carefully selected group of solid wood products derived from Hawaiian-grown non-native hardwoods, which could become the catalyst for attracting the capital investment that is urgently needed to start a competitive but sustainable forest products industry in Hawaii. The project would utilize wood samples from the State of Hawaii to develop trial products that include furniture grade lumber, flooring and molding, and possibly door parts. We believe that there is a significant opportunity for the conversion of mature and over-mature Hawaiian-grown non-native timber species into quality solid wood products.

## **II. PROGRAM GOALS AND OBJECTIVES**

The purpose of this initiative is to solicit proposals for consultant services for:

- 1) Evaluation of statewide timber resource availability
- 2) Timber harvesting, wood product development and marketing acceptance studies.
- 3) Facility design analyses for requirements to establish a small to moderate scale saw mill in Hawaii.

## **III. SCOPE OF SERVICES**

The primary goal of this project is to attract investor interest in the development of higher value wood products from Hawaii. To achieve this interest we believe that is imperative that the investor be shown that these wood species and their resulting products can be of superior quality and usefulness in the market place. This will require that actual products be developed which can be sold and for which some assurance of continuity of supply can be demonstrated.

- Part one will summarize the resource potential.
- Part two will consist of the actual processing and marketing of trial products from three non-native timber species.

- Part three will include the development of a processing concept and proposed facility layout that could deliver a competitive product to the Hawaiian marketplace.

IV. SUMMARY OF CONSULTANT'S EXPERTISE NEEDED TO COORDINATE THE HAWAII FORESTRY DEVELOPMENT RESEARCH

- A. Consultant should have strong skills and experience with forest management principles and practices. Additionally, experience with timberlands certification under the Forest Stewardship Council is recommended.
- B. The consultant should be familiar with timber inventory and timber volume analysis concepts and summaries, including current principal sources of non-native timber in Hawaii. Additionally, experience with, and capability for lumber milling, processing, handling, and product development is required. The consultant should have the capability to process three non-native timber species in a minimum of four (4) tree diameter/age classes each (The State will provide the required timber stumpage). The consultant should have the contacts and capability to test-market these sample products in Hawaii.
- C. Hawaii lacks the much of the infrastructure that all other processors possess. The consultant must be capable of competitively assessing mill designs, conducting estimates of mill capacity and input requirements, and analyzing related capital investment and operational costs. The result of this simulated design will be used to support mill feasibility assessments relative to current lumber markets in the state.

V. PROJECT DURATION

The project will begin between October and December 2004, and last for duration of up to twelve months.

VI. PROJECT BUDGET

Proposed budgets should reflect, and will be evaluated within the context of consultant experience and the proposed scope of objectives and deliverables.

VII. PROPOSAL PROCEDURES

A. Project Proposal Requirements (Step 1).

B. All proposals shall contain, but not limited to the following:

1. Qualifications

- a.) Statement of consultant's qualifications to accomplish program objectives and tasks as described in this RFP;
- b.) Explanation of how consultant will organize, develop, manage, implement and monitor this project;
- c.) A general statement identifying the consultant's specialized experience and technical competence for the services and tasks identified under item number III, "Scope of Services." A statement of these qualifications should be supported by a resume/curriculum vitae identifying how the consultant's qualifications meet these requirements;
- d.) Proposals shall provide the following information: name, address, e-mail and telephone number of the individual who may be contacted during the period of proposal evaluation.

2. Technical Specifications

- a.) A detailed statement of the scope of proposed tasks and services, including how the tasks required in the scope of services section, will be accomplished and how the proposed tasks will accomplish the goals and objectives of the project;

C. Bid Proposal Requirement (Step 2).

A sealed bid price proposal will be prepared in a separate envelope submitted with the project proposal. The sealed bid price should include:

- 1. Detailed project budget requirements and cost estimation to meet the proposed work needs of the program and time frame needed to accomplish these services. The budget should address each of the major tasks, showing total direct costs

(salaries, fringe benefits, travel, per diem, etc.) for the consultant including all other costs associated with the services provided (indirect costs and overhead, profit, and State excise tax, etc.)

2. A listing of hourly rates assumed by the consultant to include overhead, clerical costs, and taxes.
3. A statement of desired method and time frame of payment. The Department of Land and Natural Resources, Division of Forestry and Wildlife normally pays a consultant on the basis of invoices for services rendered. Final payment, including the amount retained, is paid upon satisfactory completion and acceptance of all work.

#### VIII. SUBMITTAL OF PROJECT AND BID PROPOSAL

- A. This section describes the two-step procurement process, which requires bidders to submit:

1. Project Proposal, and
2. Bid Proposal

simultaneously in separately sealed envelopes. The Project Proposal and Bid Proposal shall be submitted at the same time and shall be due by 4:00 p.m. on Friday, October 29, 2004. Bidders must submit three (3) copies each of the Project Proposal and Bid Proposal.

- B. Project Proposal

In Step 1, each Project Proposal will be opened and reviewed by an Evaluation Committee. At this stage, the Project Proposal shall first be reviewed for timeliness of submission, completeness, and compliance with the general procurement requirements specified in this document. **The Project Proposal shall not contain any reference to the total bid so that it may be evaluated strictly on the basis of technical merit.**

The Evaluation Committee shall then conduct a comprehensive, fair and impartial

appraisal of each Project Proposal submitted and assign a score as more fully described in the "Scoring Criteria," Section I. This appraisal will be attended by the Evaluation Committee, or any other members deemed necessary by the State, and shall NOT be subject to public attendance or public scrutiny. During this phase, the Evaluation Committee, in addition to reviewing documents submitted, may also conduct reference checks, telephone interviews, and/or site inspections to assess or verify the consultant's background.

The State reserves the right to determine what is in the State's best interest in this evaluation process and its decision shall be final. The State reserves the right to select portions of a proposal, or to reject any and all proposals.

The sealed Bid Proposal of bidders who fail to receive a minimum qualifying score (80 or more points) as described under "Evaluation Criteria" shall not be opened. Those bidders failing to receive a minimum qualifying score shall be (1) disqualified from further consideration, and (2) mailed a Notice of Disqualification, along with the bidder's sealed Bid Proposal.

In Step 2, the sealed Bid Proposals submitted by those bidders with a qualifying Project Proposal will be opened and evaluated.

C. Cost of Proposal Preparation

Costs for developing the proposals are solely the responsibility of the bidder, whether or not any award results from this solicitation. The State of Hawaii will provide no reimbursement for such costs.

D. Disposition of Proposal

All proposals become the property of the State of Hawaii. The successful proposal will be incorporated into the resulting contract.

E. Notification

Each consultant will be notified in writing of the evaluation committee's selection decision.

F. Bid Evaluation

Award will not be made on the basis of price alone. The Total Bid Price shall be evaluated by taking into consideration the submitted bid price AND how well the bidder meets the criteria set forth below under Evaluation Criteria. Step 1 details the criteria to be used in judging bidder's project proposal and Step 2 sets forth and explains the formula to be used in evaluating the total bid price.

G. Evaluation Criteria

Before the merits of each proposal are evaluated, the Evaluation Committee shall evaluate each proposal to determine whether it complies with, and is responsive to, the project description and instructions. At this stage, proposals will also be reviewed for timeliness of submission, completeness, and compliance with the requirements and qualifications specified in this document.

Those proposals that do not comply with the requirements of the project description will be rejected from further consideration. A Notice of Disqualification shall be sent to those bidders whose proposals are disqualified under this section.

H. Determine of Responsibility

In order to qualify as responsible bidders, individuals must meet the following standards:

1. Adequate financial resources for performance, or the ability to obtain such resources, as required during performance;
2. Necessary experience, organization, technical qualifications, skills, and facilities or the ability to obtain them;
3. Ability to comply with the proposed or required time of delivery or performance schedule;
4. Satisfactory record of integrity, judgment and performance;
5. Otherwise qualified and eligible to receive award under applicable laws and regulations.

Bidders shall submit acceptable evidence of experience, organization, technical qualifications, skills, and facilities to perform the service called for in this document under scope of work.

I. Scoring Criteria

Those proposals that survive the Compliance Review shall be evaluated based upon seven (7) criteria deemed critical to the successful completion of all project requirements. The evaluation process will award points on a scale of 0 to 5 (0 = poor, 3 = fair, and 5 = excellent) for each criterion. Each member of the evaluation committee will score each proposal. Points awarded for each criterion will be multiplied by the weighted value given. The final scores of each proposal will be an average determined by assessing the total scores of all committee members. Proposals submitted will be evaluated using the following weighted criteria:

1. The professional qualifications and experience of the consultant to perform the work under scope of services. (Weighted Value of 2)
2. Understanding of the program; knowledge, skill, and experience related to the evaluation of statewide timber resource availability. (Weighted Value of 4)
3. Demonstrate professional skills, expertise and experience to plan, coordinate, manage, implement, and monitor all program activities relating to harvesting, wood product sample development and marketing acceptance studies for three non-native timber species representing at least four (4) diameter/age classes. Note: the State will provide timber stumpage for this study. (Weighted Value of 4)
4. Facility design analyses for requirements to establish a small to moderate scale saw mill in Hawaii. (Weighted Value of 4)
5. Demonstrate professional knowledge or experience to conduct the business and working relationship with the Department of Land and Natural Resources, Division of Forestry and Wildlife, specifically the Acting Forestry Program Management Specialist. (Weighted Value 4)

6. Demonstrate the ability to monitor program accomplishments and private expenditures. (Weighted Value of 2)

J. Method of Award

The Department of Land and Natural Resources, Division of Forestry and Wildlife reserves the right to make the award to the consultant who submits a project proposal and bid proposal, or portions thereof, which meet the requirements set forth under the scope of work, section III, and other project requirements as provided. Award, if any, will be to the responsible bidder receiving 80 or more points in Step 1.

IX. CONTRACT EXECUTION

The successful bidder shall be required to enter into a formal contract, which will be approved by the Board of Land and Natural Resources. Upon execution of the contract, the State will issue a Notice to Proceed specifying the contract commencement date. No work is to be undertaken by the Contractor prior to the commencement date specified on the Notice to Proceed. The State is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Contractor prior to official date.

X. SUBMISSION REQUIREMENTS

- A. The deadline for receipt of a typed project proposal and bid proposal, as specified in this document, is Friday, October 29, 2004 at 4:00 p.m.
- B. The respondent bidder agrees that the proposal shall constitute a firm offer to the Department of Land and Natural Resources, Division of Forestry and Wildlife and cannot be withdrawn for any reason after the due date for submission of the proposals. The respondent bidder shall agree that prices listed are firm and shall remain so throughout the performance of the work.
- C. The proposal shall be signed by the consultant interested in bidding for these services. It shall include the name, title, address, e-mail and telephone number.